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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800010013-7

21 MAY 1958

MEMORANDUM FOR: Executive Officer
Office of the Director

SUBJECT: Report of Records Management Survey
Office of the Director

1. Attached is a survey report prepared by []
[] of this staff in accordance with your request for a
study of the mail and records activities of ODCI.

2. The cooperation and assistance given by your staff
during the survey made it possible to develop several recommen-
dations pertinent to the efficiency of your mail and file oper-
ation which, I believe, you should consider.

3. In order to minimize any interruption to services
during a change over, [] will be available to assist
in installing the recommendations you accept.

Signed 21 MAY 1958

[]
Chief, Management Staff

Attachment:
Survey Report

Distribution:
Original and 1 - Addressee
✓ 1 - Records Management
1 - Management Staff
1 - Management (Chrono)

RETURN TO ARCHIVES & RECORDS CENTER
IMMEDIATELY AFTER USE
JOB 65-503 BOX 1

Mgmt. Staff [] skm (16 May 1958)
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